

ASSOCIATE AGRICULTURAL BIOLOGIST



DEPARTMENTAL OPEN – STATEWIDE EXAMINATION

BB43/0751 (5FA23)

An equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation. It is an objective of the State of California to achieve a drug-free state workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

WHO SHOULD APPLY

Applicants who meet the minimum qualifications as stated below. This is a departmental open examination. Applications will not be accepted on a promotional basis. Career credits do not apply.

HOW TO APPLY

Applications (Form 678) are available and may be submitted to the California Department of Food and Agriculture no later than the **Final Filing Date, Friday, April 8, 2005:**

California Department of Food and Agriculture
Human Resources Branch
Attention: Kimberly Dean
1220 N Street, Suite A-151
Sacramento, CA 95814

APPLICATION DEADLINE

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.
FINAL FILING DATE: Friday, April 8, 2005:

Applications (STD 678) must be **POSTMARKED** no later than the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after the final filing-date will not be accepted for any reason.

TEST DATE

It is anticipated that the examination will be sometime in May or June, 2005.

TESTING METHOD

The testing method used may be one or a combination of the following: **ORAL OR WRITTEN EXAMINATION, EDUCATION & EXPERIENCE OR SUPPLEMENTAL APPLICATION.**

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special arrangements, mark the appropriate box in #2 of the application. You will be contacted to make specific arrangements. If you have not been contacted by the time you receive a notice to appear at a test, call the California Department of Food and Agriculture Exam Unit at (916) 654-0422.

REQUIRED IDENTIFICATION

NOTE: Applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

SALARY RANGE

Range A - \$4329 - \$5217
Range B - \$4316 - \$5208
Range C - \$4526 - \$5454

ELIGIBLE LIST INFORMATION

A Departmental “Open” list will be established for the California Department of Food and Agriculture. The eligible list will be abolished **12** months after it is established **unless** the needs of the service and conditions of the list warrant a change in this period.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: IT IS YOUR RESPONSIBILITY TO MAKE SURE YOU MEET THE EDUCATION AND/OR EXPERIENCE REQUIREMENTS AS STATED BELOW. YOUR SIGNATURE ON YOUR APPLICATION INDICATES THAT YOU HAVE READ, UNDERSTOOD, AND POSSESS THE BASIC QUALIFICATIONS REQUIRED.

MINIMUM QUALIFICATIONS

NOTE: ALL APPLICATIONS/RESUMES MUST INCLUDE: “TO” AND “FROM” DATES (MONTH/DAY/YEAR); TIME BASE; AND JOB TITLES. APPLICATIONS/RESUMES RECEIVED WITHOUT THIS INFORMATION MAY BE REJECTED.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "Or" II, "Or" III, etc. For example, candidates possessing qualifying experience amounting to 50 percent of the required time of Pattern I, and additional experience amounting to 50 percent of the required time of Pattern II, may be admitted to the examination as meeting 100 percent of the overall experience requirement.

Either I

One year of experience in the California state service performing the duties of an Agricultural Biologist, Range B.

Or II

Experience: Four years of professional experience as a biologist in one of the following fields: weed and vertebrate pests, nursery and seed, or exclusion. (Possession of a Ph.D. in a biological science may be substituted for three years of the required experience or possession of a master's degree in a biological science may be substituted for two years of the required experience.) **and**
Education: Equivalent to graduation from college with a major in a biological science including at least ten semester units in plant biology and ten semester units in vertebrate biology.

NOTE: COPY OF TRANSCRIPTS MUST BE SUBMITTED WITH YOUR APPLICATION IN ORDER TO VERIFY

10 UNITS OF PLANT PATHOLOGY AND 10 UNITS OF VERTEBRATE BIOLOGY.

FAILURE TO SUBMIT YOUR TRANSCRIPTS MAY RESULT IN A DELAY IN YOUR APPROVAL TO COMPETE IN THE EXAMINATION.

CAN BE EITHER OFFICIAL OR UNOFFICIAL TRANSCRIPTS

SPECIAL PERSONAL CHARACTERISTICS
SPECIAL PHYSICAL REQUIREMENT

Willingness to travel throughout the State and to work unusual hours.

Normal hearing or hearing corrected to normal.

POSITION DESCRIPTION

This is the fully qualified journey level. Under direction, incumbents perform the full range of duties involving planning, organizing and coordinating one of the State-County cooperative programs in the detection, eradication, control or exclusion of plant pests and diseases. Incumbents may (work independently or perform lead tasks) in either a detection, weed and vertebrate, nursery and seed, or exclusion program. Incumbents develop and direct field surveys, devise survey techniques, and conduct advisory and training services to various agricultural interests within assigned area of responsibility.

EXAMINATION INFORMATION

This examination will consist of a Qualification Appraisal Interview only. The interview will include a number of predetermined job-related questions.

Competitors who do not appear for the interview will be disqualified.

In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview.

QAULIFICATIONS APPRAISAL INTERVIEW – WEIGHTED 100%

The California Department of Food and Agriculture and the State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

SCOPE OF EXAM

In addition to evaluating the competitor’s relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitors:

- AND
- SCOPE OF ON-THE-JOB KNOWLEDGE AND ABILITIES
- A. Knowledge:

1. General botany; general zoology; mammology; botanical and zoological classification and identification;

2. Pest control methods, materials, and equipment;

3. Pest problems affecting the production of agricultural crops;

4. State and Federal laws pertaining to plant pests and plant diseases;

5. Life history, hosts and distribution of insects, plant diseases, noxious weeds and animal pests being guarded against;

6. Treatment methods for infested products and proper disposition procedures;

7. Principles of personnel management.

B. Ability to:

1. Plan, organize, and coordinate the work assignments with county staff as needed;

2. Establish and maintain effective working relationships with Federal, State, and County agencies and with those contacted during the course of work;

3. Make reliable field observations on damage or loss;

4. Make special studies of agricultural biology problems;

5. Evaluate results, interpret findings, and make control recommendations;

6. Interpret and apply the laws and regulations related to agricultural biology;

7. Follow oral and written directions;

8. Communicate effectively and prepare reports;

9. Keep accurate records;

10. Utilize and apply effectively required knowledge and skills;

11. Achieve professional competence in the field of agricultural biology;

12. Do highly specialized surveys and investigations;

13. Present training programs;

14. Effectively apply principles of evaluation, training, and management;

15. Prepare scientific and general reports.

VETERANS PREFERENCE QUESTIONS?

Veterans preference credits will not be granted in this examination.

If you have any questions regarding this announcement, please contact the California Department of Food and Agriculture, Examination Unit, 1220 N Street, Suite A-151, Sacramento, CA 95814, (916) 654-0422.

GENERAL INFORMATION

Americans with Disabilities Act, Title II: The California Department of Food and Agriculture (CDFA) is committed to a strong policy of equal employment opportunity. To this end, CDFA does not discriminate against or exclude any person from participating in the employment process, advancement, benefits of employment, or in the admission and access to programs or activities administered by CDFA on the basis of: race; color; national origin; ancestry; religion; creed; sex; marital status; sexual orientation; pregnancy; age; veteran status; political affiliation; or disability (including AIDS) as required by Title II of the Americans with Disabilities Act (ADA). Reasonable accommodations for qualified individuals with disabilities will be made available upon request. Candidates must be able to perform the essential functions of the position with or without reasonable accommodations.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. If an offer of employment is made, a medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required. All job offers are subject to an approval process.

If you meet the requirements stated you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department and the Department noted on the front.

It is the candidate's responsibility to contact the California Department of Food and Agriculture Examinations Unit three (3) days prior to the written test date if s/he has not received his/her notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, s/he will be rescheduled upon written request.

For an examination without a written feature it is the candidate's responsibility to contact the California Department of Food and Agriculture Examinations Unit at (916) 654-0422 three (3) weeks after the final filing date if s/he has not received a progress notice.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: ① sub-divisional promotional, ② departmental promotional, ③ multi-departmental promotional, ④ service-wide promotional, ⑤ departmental open, ⑥ open. Eligible lists will expire in from one (1) to four (4) years unless otherwise stated on this bulletin.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel may consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight may be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress s/he has made in his/her efforts toward self-development.

Veterans Preference: California law limits the granting of veterans preference credits to entrance examinations. Directions for applying for veterans preference are on the Veterans Preference Application form which is available from State Personnel Board office or written test proctors.

High School Equivalence: Equivalence to completion of the twelfth (12th) grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

FROM TDD PHONES:

1-800-735-2929

FROM VOICE PHONES:

1-800-735-2922